

**Riverview Psychiatric Center
Executive Leadership
August 15, 2007**

Committee Members Present:

David Proffitt	✓ Tami Cooper	(s) Lauret Crommett
(v) Holly Dixon	✓ Stephanie George-Roy	✓ Tina Libby
✓ Teresa Mayo	✓ Jamie Morrill	✓ Lucia Nadeau
✓ William Nelson	✓ Angie Newhouse	Terry O'Neil
✓ Robert Patnaude	✓ BJ Sylvester-Pellett	✓ Barbara Mispilkin
Lisa Manwaring	✓ Bob Lamoreau	✓ Kathy Whitzell
✓ Colleen Cutler		

Minute Recorder: Janice Ellis

Next Meeting: 9/5/07

Minutes Approved:

Topic	Discussion	Action Plan	Person Responsible
Minutes	8/1/07 minutes were approved.		C. Lalime
Medical Executive Committee	W. Nelson announced that Dr. Sally Cooper has accepted a position at Riverview, beginning in October. One more interview with Dr. Sharon Marble is scheduled for later this week.	Informational	
Safety/Risk Committee	No report other than the committee will be meeting tomorrow. Also, Risk Management information is being entered into Meditech. The Clinical Risk Management Committee is now the Safety Risk Committee with Dr. Sena serving as chair.	Informational Informational	
Infection Control Committee	The committee discussed staff immunization progress. A budget of \$15,000 has been confirmed. BJ Sylvester-Pellett encouraged getting exact numbers before ordering vaccines. The CDC reports that it is less costly to do blood draws first. It was estimated that 75-100 employees are out of compliance. It was decided to send an email to the employees with a copy to their supervisors, offer a blood draw to determine if they need the vaccine, and if so ask the employee to see their PCP to get vaccinated. This is a condition of employment and a time limit needs to be set for compliance.	BJ Sylvester-Pellett will discuss specifics with Kathleen Mitton.	BJ Sylvester-Pellett K. Mitton

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Clinical Leadership	Nothing new to report other than the resignation of T. Libby. A potluck luncheon and cake is being planned for August 29. T. Mayo will collect for a spa package gift. Janet Barrett will fill Tina's position in acting capacity until someone is hired.		
Labor Management	No report.	None	
Behavioral Response Committee	No report.	None	
Employee Relations	S. George-Roy said the committee would be meeting again in the next couple of weeks. The ice cream cake event was well received. The next event will involve bracelets with the theme of "no complaints."	Informational	
Nursing Leadership	<p>T. Cooper reported that Brenda Lewis would be retiring August 31 with 37 years service. They would like to present her with a retirement plaque.</p> <p>Regarding the status of nurse staffing, she reported 11 vacancies; employment of 10 contract nurses, soon to be reduced to 8; 8 RNs are currently out on sick leave or due to injury; the hospital has a shortage of 500+ hours/week for nursing. The committee discussed a state per diem pool; T. Cooper said the Superintendent would need to go to the Legislature to request intermittent positions. She will look into developing a per diem pool for contract funds.</p> <p>B. Mispilkin noted that US is going to primary nursing on 9/25. Staff is working on the process, which is generating a lot of positive energy.</p>	<p>Charlotte Lalime to order plaque.</p> <p>Informational</p> <p>T. Cooper will look into a per diem pool for contract employees.</p> <p>Informational</p>	<p>C. Lalime</p> <p>T. Cooper</p>
Quality Council	BJ Sylvester-Pellett reported that Quality Council last met on 7/11, and discussed the NASMHPD indicators. She will be working with medical, nursing and environmental regarding their indicators FY08.	Informational	
Policy & Procedure Committee	J. Morrill reported there were two policies he needed to bring to ELC: Sentinel Events and Notification of Death. He will email the policies to committee members for approval.	J. Morrill will email two policies to Committee members for approval.	J. Morrill ELC

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Pharmacy & Therapeutics Committee	W. Nelson said there was no report for Pharmacy and Therapeutics, other than a group of staff went to Parkview Hospital yesterday to review their Meditech pharmacy system.	Informational	
Clinical Risk Management Committee	No report.	None	
Staff Development	A. Newhouse reported that NAPPI Train the Trainer started today – 6 staff will be in training for 3 days. There will be a hospital-wide training fair on October 31, and so far there are four new staff for the September orientation session.	Informational	
Human Rights Committee	J. Morrill reported that the Human Rights Committee would be bringing up a concern to the Superintendent regarding doubling up in the visitors' rooms. The committee discussed alternatives – any client with a level 4 can visit in the café, or several groups can visit in the café with supervision. The Mall is also available. B. Patnaude suggested inspecting the visitors' rooms for any confidential material that might have been mislaid there. B. Lamoreau suggested using a section of the gym's workout area – about 10' – for additional visitor area, which met with some concerns from Recreation Therapy. They spoke about the issue of length of visits, and that limits may have to be set. This would be appropriate to discuss at community meeting. J. Morrill asked the PSDs to pass this conversation on to their Nurse IVs to discuss alternatives. The committee will discuss again at it's next meeting.	Issue will be discussed again at the next ELC.	9/5/07 ELC
Executive Leadership Reports & Recommendations	None	None	
Quality Improvement Team Activity	Client Banking PIT is reconvening to iron out concerns. J. Morrill reminded the committee that PITs need to go through CPI (BJ Sylvester-Pellett), and their purpose is to quickly solve a problem,	Follow proper procedure for PITs.	ELC

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	<p>not linger. He asked if anyone was on an active PIT, to let BJ know the status. PITs need a charter and follow-up after closure.</p> <p>BJ Sylvester-Pellett noted that she sent out JCAHO standards before she left on vacation, and hasn't received any responses. It is in the best interest of the hospital to pass a JCAHO visit, which might eliminate a licensing visit.</p>	BJ urged ELC to work on compliance to new JCAHO standards and report back to her.	ELC
Leadership Staff Injury Reports	B. Patnaude said he has no injuries to report and deferred to the next ELC. He noted that he is not getting reports. L. Nadeau said she gets voice mail reports from the NODs, but has to search for the follow-up paper reports. She also asked about putting contract employees on the OSHA list.	Informational	
Policy Reviews	A. Newhouse had two policies to review – Education Leave and Tuition Reimbursement and Orientation for Contracted and Other Employees -- but she will send them out by email. She advised the committee that she has separated procedures from the policies.	A. Newhouse will email two policies to ELC for their approval.	A. Newhouse ELC
Old Business			
Committee list	W. Nelson reviewed the hospital committee membership list. It will be emailed to ELC members to confirm its accuracy, and for the chairs to include a 2-sentence description of the committee. The Advisory Board should be added. Then it will be posted on the common drive under hospital committees. The list will be revised annually in January.	Email to ELC, complete list, and post to common drive. Revise list annually in January.	J. Ellis Committee chairs
Fire Alarm and 2-way Radio Drill	B. Patnaude reported that 5 or 6 remaining fire alarm devices will be checked this afternoon or tomorrow and will only take 30-45 seconds each. Also, sometime this week, there will be a 2-way radio drill.	Informational	
Chaplain	Scott Dow will be retiring shortly, but has agreed to stay on until a replacement is found or through the end of the year. T. Mayo said she would like to have a retirement plaque for him for his final departure at the end of the year.	Charlotte Lalime to order plaque	C. Lalime
Agenda Items for	Alternatives for sharing the visitors' rooms.		

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9/5/07 meeting			
Adjournment	The meeting adjourned at 11:30 am	Next meeting 9/5/07	9/5/07